

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

CHAPTER 7

RETIREMENT OF ENLISTED MARINES AND TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)

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MARINE CORPS SEPARATION AND RETIREMENT MANUAL

CHAPTER 7

RETIREMENT OF ENLISTED MARINES AND TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR)

7001. GENERAL

1. This chapter outlines policies and procedures governing retirement and transfer of active duty enlisted Marines to the Fleet Marine Corps Reserve (FMCR). This chapter also contains administrative instructions including retirement procedures for Marines while members of the FMCR. Retirement of Reserve enlisted members not on active duty and disability retirements are covered in chapters 3 and 8, respectively.
2. The purpose of the FMCR is to maintain a ready manpower pool of trained Marines for recall and mobilization.
3. Age. Enlisted Marines are not allowed to serve past the last day of the month in which they reach age 55, unless they are retirement/FMCR eligible.

7002. CREDITABLE SERVICE

1. This paragraph contains information pertaining to service creditable toward eligibility for retirement/transfer to the FMCR.
2. For the purposes of this paragraph:
 - a. Active Service is defined as active duty and means full-time duty in the active military service of the United States. Service creditable for retirement/transfer to the FMCR includes:
 - (1) Active service (and active duty for training performed on or after 10 August 1956) in the Army, Navy, Air Force, Marine Corps, Coast Guard, and/or their Reserve components;
 - (2) Any service which is otherwise creditable may be counted even if the service was performed before a member attained the statutory age for enlistment; and
 - (3) Such service may not be counted if it is determined to be fraudulent and is voided for that reason.
 - b. Constructive Service is defined as full credit for an enlistment or extension between 2 January 1968 to 30 December 1977 that is terminated within 3 months of the expiration of enlistment or extension. The following applies:
 - (1) Used to compute service eligibility for transfer to the FMCR or increase the retired pay multiplier; and
 - (2) Not creditable for basic pay purposes. See paragraph 1402.
3. To compute active service for retirement/transfer to the FMCR of enlisted Marines, the following periods of time lost, as defined and computed per the DoDFMR Volume 7B, must be deducted from Regular Marine Corps enlistments or other periods of active service.

- a. Unauthorized absence;
- b. Confinement;
- c. Nonperformance of duty;
- d. Sickness due to misconduct;
- e. Also deducted from active service for retirement/transfer to the FMCR:

(1) Time served under an enlistment from which discharged based on fraudulent enlistment;

(2) Time served under an enlistment determined to be void;

(3) Time held beyond expiration of enlistment or obligated active service while awaiting or undergoing trial by court-martial or awaiting completion of appellate review of such trial, unless:

- (a) The trial resulted in acquittal of all charges involved;
- (b) No findings of guilty were upheld upon appellate review; or
- (c) The member was placed in a full duty status.

(4) Time served under a sentence which included forfeiture of all pay and allowances unless:

- (a) The sentence was disapproved or set aside upon appellate review; or
- (b) The member was placed in a full duty status.

(5) Involuntary periods of leave without pay granted per current instructions to await completion of appellate review of court-martial sentences which include punitive discharges.

4. Safety Zone. Per 10 U.S.C. 1176, enlisted members who are within 2 years of qualifying for transfer to the FMCR shall be retained on active duty until qualified for transfer to the FMCR, unless the member is first retired, separated or discharged under any other provision of the law. This sanctuarial protection is commonly referred to as the safety zone. The sanctuary provisions do not preclude:

- a. Administrative separation;
- b. Separation under the disability statutes; and
- c. Worldwide assignability/full deployability.

7003. ELIGIBILITY FOR RETIREMENT OF ENLISTED MARINES

1. An enlisted Marine serving in the Regular Marine Corps who applies for retirement after completing 30 or more years of active service in the Armed Forces shall be retired.

2. An enlisted Marine includes a Marine of the Regular Marine Corps or Marine Corps Reserve who holds a permanent enlisted grade. Each Marine will be retired in the grade in which the Marine was serving at the time of retirement, unless otherwise entitled to a higher grade by having served satisfactorily as an officer.

7004. ELIGIBILITY FOR TRANSFER TO THE FMCR

1. An enlisted member of the Regular Marine Corps or Marine Corps Reserve who completes 20 or more years of active service in the Armed Forces may request transfer to the FMCR. Marines will not be authorized service beyond Enlisted Career Force Controls (ECFC) service limits to meet minimum time-on-station (TOS)/rotation tour date (RTD). The approval or disapproval of these requests is based on the needs of the service. For Marines serving in a critical MOS, transfer to the FMCR will be delayed until their EAS or the earliest possible date consistent with the needs of the Marine Corps. Deferment of transfer to the FMCR is on a case-by-case basis.

2. OCONUS Marines. Marines serving on an overseas tour will not be approved for transfer to the FMCR before completion of their tour as prescribed in MCO P1300.8R, Marine Corps Personnel Assignment Policy, unless subject to ECFC. The following applies:

a. Marines serving at an overseas duty station and desiring to transfer to the FMCR:

(1) Who will be fully eligible for such transfer at RTD or within 60 days after RTD, are required to transfer to the FMCR at RTD or the last day of the month in which the Marine becomes fully eligible;

(2) Who accept PCS orders to the CONUS are required to complete 1 year at the CONUS duty station, regardless of eligibility or EAS;

(3) Who have less than 1 year to attain eligibility or until EAS, may request an overseas tour extension until the desired transfer date.

b. Qualified Marines desiring transfer to the FMCR at their completed RTD may return to the CONUS (MCC W95) to effect the transfer at any one of the specified locations in paragraph 1006.5, and must indicate their selection (MCC) in the request. See paragraphs 1006.7 and 1010 for separation leave requirements;

c. For Marines (not serving an unaccompanied tour) assigned to an overseas location the following applies:

(1) If, at RTD, the Marine is within 6 months of transfer to the FMCR, the Marine's tour will be involuntarily extended to transfer to the FMCR; and

(2) Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.

3. PCS Orders

a. Marines who have been issued, or notified they will receive, PCS orders may request cancellation of the pending assignment provided a request

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for transfer to the FMCR is submitted. Requests will be approved based upon the needs of the Marine Corps.

(1) Marines eligible to transfer to the FMCR must request an FMCR date on or before the last day of the month after the effective date of their expected arrival at the new duty station.

(2) Marines eligible for transfer to the FMCR within 12 months of the date of arrival at the new duty station must request an FMCR date on the last day of the month after initial eligibility.

b. Marines not eligible for transfer to the FMCR within 12 months of the date of arrival at the new duty station will be required to execute PCS orders and complete the required minimum tour at the new duty station.

c. Requests involving cancellation of PCS orders and transfer to the FMCR must be forwarded to the CMC (MMSR-2) via naval message, with the CMC (MMEA) as an information addressee. Submit the request no later than 10 working days after receipt of orders. Requests that do not comply with this criteria will not normally be given favorable consideration.

d. Marines requesting transfer to the FMCR in lieu of PCS orders will not normally be granted additional service beyond the date established in paragraph 7004.3a.

e. Requests to withdraw a transfer to the FMCR are not given favorable consideration when PCS orders have been canceled or not issued.

4. Marines Assigned to Deploying Units. Marines assigned to a CONUS unit (joined or attached) which is scheduled to deploy outside the CONUS for a period in excess of 90 days may request transfer to the FMCR; however, their request will not be approved unless the scheduled deployment date is more than 6 months from the date they were assigned to the unit. To be eligible, Marines applying must have completed 2 years TOS within the same geographical location as the unit scheduled to deploy outside the CONUS. For transfer to the FMCR requests, scheduled unit rotation to the CONUS and RTD will be considered the same. Submit requests for transfer to the FMCR at least 4 months before the deployment date and before the unit's official lock on date. When assigned to, or in direct support of, a carrier (CV) deployment, submit requests at least 9 months before deployment.

5. Service-in-Grade (SIG). Also called time-in-grade (TIG). Marines in the grade of gunnery sergeant or above must serve 2 years in their current grade or to service limits, whichever occurs first, before transfer to the FMCR. Waiver of this requirement may only be approved by the Secretary of the Navy and only in instances of humanitarian or hardship situations. Marines in the grade of gunnery sergeant and above are required to extend or reenlist to have sufficient obligated service to serve the minimum time-in-grade of two years before promotion to the new grade is effected.

6. Time On Station (TOS). Whenever PCS orders are issued (no cost, low cost, or fully funded) and those orders result in a change of geo-location, the member incurs the requisite obligated TOS requirement per MCO P1300.8R, unless the Marine is subject to ECFC.

7. Education Programs. Marines who have attended a military or civilian course lasting 20 weeks or more will not be approved for transfer to the FMCR before the completion of 24 months of active duty following completion of the 7005 MARINE CORPS SEPARATION AND RETIREMENT MANUAL

course, or after they were terminated from the course, if attendance was in compliance with official orders. Marines who have successfully completed a military or civilian course less than 20 weeks in length will not be approved for transfer to the FMCR before the completion of 12 months active duty following completion of the course.

8. Waivers. Waivers of the policies in paragraph 7004 will be considered only when one of the following conditions exists:

a. A Marine requesting waiver of any criteria must submit a written request via the chain of command with justification and endorsements to the CMC (MMSR-2). Requests for waivers via unit diary will be disapproved.

b. Waiver requests will only be considered when one of the following conditions exist.

(1) A substantial hardship of a compassionate or unusual financial nature must exist which is not of a temporary nature and is not susceptible to relief by other means and can be alleviated only by separation from active duty. Justify waiver requests per criteria in paragraph 6407. Opportunity for civilian employment does not warrant waiver of the criteria.

(2) The Marine has limited assignability by reason of health or national security.

(3) The CMC determines that the Marine's continued active service is inconsistent with the best interests of the Marine Corps.

c. Waivers of minimum TIG requirements must be approved by the Secretary of the Navy; they will not normally be given favorable consideration.

9. Waivers of the eligibility criteria for transfer to the FMCR will not be granted based on a Marine's unsatisfactory or substandard performance or conduct. Early transfer to the FMCR becomes an option only after all efforts to correct the problem through administrative and/or disciplinary action are exhausted. Requests for transfer to the FMCR requiring waiver of the eligibility criteria will include a full report of the facts and action taken by the commanding officer to rectify the situation.

10. Transfer to the FMCR effective later than requested may be directed when, in the best interest of the Marine Corps, a delay is necessary for orderly relief, additional administrative processing, or completion of the current tour/orders.

11. A Marine must be serving on a valid contract of enlistment or extension to be eligible to retire or transfer to the FMCR.

12. A Marine awarded a punitive discharge will not be eligible for transfer to the FMCR unless that part of the sentence is remitted.

7005. APPLICATION FOR RETIREMENT OR TRANSFER TO THE FMCR

1. Reporting units must submit requests for retirement/transfer to the FMCR via the unit diary per MCO P1080.40B (MCTFSPRIM). The Marine requesting action is required to sign a copy of Appendix J from this Manual. Retirement must be on the first day of the month. Effective date of transfer to the FMCR will be the last day of the month. Marines at service limits will be

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authorized transfer to the FMCR at the end of the month in which their EAS falls, unless they are sooner eligible and specifically request an earlier date. Submit requests for retirement/transfer to the FMCR not more than 14 months and not less than 4 months before the requested date. Requests submitted outside this time frame are not accepted in the MCTFS and must be submitted, with justification and endorsements, by separate correspondence or message to the CMC (MMSR-2). Marines returning to the CONUS may elect separation at one of the duty stations identified in paragraph 1006.5.

2. Marines requesting retirement/transfer to the FMCR are cautioned not to make significant personal commitments (such as buying or selling a house or business) based upon mere submission of a request. Problems which may arise from such premature commitments will not be used as a basis for expeditious processing of a Marine's request; nor will they be considered as a hardship justification to warrant waiver of the eligibility criteria. Marines approaching ECFC limits must carefully manage their leave and PTAD. ECFC waivers solely to use leave or PTAD are not favorably considered.

3. By signing Appendix J, requesting retirement/transfer to the FMCR the Marine certifies understanding the provisions of SECNAVINST 1850.4D, which states that in order to qualify for physical disability retirement benefits outlined in 10 U.S.C. chapter 61, a Marine must be on active duty at the time the Secretary of the Navy approves any proceedings of a physical evaluation board (PEB).

4. Commanding Officer Responsibilities

a. Submission of Request

(1) Ensure the request is submitted 4 to 14 months from the effective date of retirement/transfer to the FMCR. The request must allow at least 4 months of lead time for the processing of the application and issuance of orders for a replacement. Unit diary entries outside this window will not process. Terminal leave and PTAD are granted at the discretion of the commanding officer and a replacement will not be provided to the unit during terminal leave or PTAD.

(2) Ensure the requested date meets the eligibility criteria in paragraphs 7003 and 7004.

(3) Sign the pre-application checklist to certify that the Marine has been advised of the ramifications of retirement/transfer to the FMCR before the request is submitted.

b. Survivor Benefit Plan (SBP). Counsel the Marine and spouse concerning options under the SBP. See MCO 1740.11B and the Separation and Retirement Branch web page for more information.

(1) The commanding officer is responsible, before the Marine's detachment from the command and at least 30 days before the effective date of retirement/transfer to the FMCR, for forwarding the DD Form 2656, Retired Pay

Data Form, with SBP election, tax withholding information, and a permanent mailing address to the:

DFAS-CL (Code PRRA)
P.O. Box 99191
Cleveland, OH 44199-1126

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(2) A Marine is automatically enrolled in SBP with full coverage absent an election form with spousal concurrence for other than full coverage.

(3) An election not to participate in SBP, election for coverage of spouse and child, child only, or election for coverage on a reduced base amount must be documented on the Retired Pay Data Form.

(4) SBP elections are made on the Retired Pay Data Form.

(5) Elections other than full coverage require spousal concurrence.

(6) If no election is made before effecting retirement, the Defense Finance and Accounting Service (DFAS) will automatically grant full SBP coverage and adjust the Marine's retired pay accordingly.

c. DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS). Failure to ensure that family member information in DEERS is current and accurate will result in a denial of medical benefits.

d. Counsel the Marine concerning his or her potential for recall to active duty and/or mobilization.

e. Ensure that waiver requests justified by the Marine and endorsed by the command are submitted by separate correspondence to the CMC (MMSR-2).

5. Requests for transfer to the FMCR and promotion consideration by Marines denied further service as a result of being twice failed of selection for promotion, or for Marines who are approaching service limits, and whose EAS is after the scheduled adjournment date of the board, must be submitted via message to the CMC (MMSR-2 and MMPR-2). The Marine must state in the message:

a. That transfer to the FMCR is requested per policy regarding failure of selection or approaching service limits;

b. That the Marine desires to be considered for promotion; and,

c. That, if selected, the Marine will accept promotion and serve 2 years of active duty from the date the promotion is effected.

6. Once the request for retirement/transfer to the FMCR has been submitted, immediately notify the CMC (MMSR-2) by message if the Marine is:

a. Found not physically qualified (see paragraph 1011). This will not terminate processing action by the CMC (MMSR-2); however, retirement/transfer orders and other documents will be held in abeyance, if not issued. If issued, the command will hold the orders and documents pending instructions from the CMC (MMSR-2). If the Marine is subsequently found fit, immediately notify the CMC (MMSR-2). If the Marine is referred to the Naval Disability Evaluation System, notify the CMC (MMSR-2) with pertinent details and request disposition instructions. See chapter 8 for disability retirement processing;

- b. Deceased;
- c. Reassigned;
- d. Promoted or selected (also notify MMPR-2);

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- e. Processed for disciplinary action; or
- f. Subject of lost time (include number of days and reason).

7. PHYSICAL EXAMINATIONS. See paragraph 1011.

8. Modification or Cancellation of Requests

a. Submit requests to modify or cancel a retirement/transfer to the FMCR with justification and endorsements via separate correspondence/message to the CMC (MMSR-2) not later than 45 days before the effective date. Requests can not be submitted by unit diary. Approval will be based on the following criteria:

- (1) Bona fide humanitarian or hardship circumstance; or
- (2) A critical need exists for the Marine's grade and MOS which cannot be reasonably filled through the normal assignment/promotion process;
- (3) Needs of the Service;
- (4) ECFC considerations; and
- (5) Requests for cancellation require the CMC to consider the relative strength of the Marine's MOS and the effect that cancellation may have on projected promotion opportunities for other Marines in that MOS.

b. Requests for modification after cancellation or nonissuance of orders will not be favorably considered.

c. The effective date of any modification should not exceed 14 months from the date of the original request, otherwise request cancellation.

d. Modifications requested after a Marine has started separation leave, or after replacement action by this Headquarters has been initiated, will only be considered if a bona fide humanitarian or hardship circumstance exists.

* e. Cancellation requests are unconditional and must include a statement from the Marine agreeing to extend the enlistment for an appropriate service obligation, of no less than two years from the date the request for cancellation is approved. The Marine must also agree to not submit a request for transfer to the FMCR during that period, except for reasons of hardship or approaching service limits. A Marine will not be authorized service beyond ECFC service limits to meet a cancellation obligation.

7006. RECEIPT OF REQUEST FOR RETIREMENT/TRANSFER TO THE FMCR. See Appendix E for detailed instructions on the use of the unit diary system in MCTFS for retirement processing.

1. Request Submission. Acceptance of the unit diary request will be indicated on the reporting unit's Diary Feedback Report (DFR) and the Transaction Research File (TRF). A "request" reenlistment-extension-retirement (RER) flag will post in MCTFS indicating a request submission. Additionally, a planned reenlistment-enlistment-retirement (PRR) date will post reflecting the requested retirement date. The Marine should maintain liaison with the appropriate unit administrative personnel until request acceptance is confirmed via the DFR.

2. Acknowledgment. A "request" RER flag does not indicate receipt at Headquarters Marine Corps (HQMC). The CMC (MMSR-2) acknowledges receipt of the request by entering a "pending" RER flag in the unit diary. The pending flag will reflect on the unit's DFR. Additionally, a pre-retirement package is mailed to the Marine concerned via the parent unit within 10 working days of receipt of the request.

3. Approval Authority. The Secretary of the Navy is the approval authority for retirement requests. Staffing requires approximately 60 days to obtain approval, to prepare necessary letters and certificates, and to prepare a statement of service which documents the Marine's service and is also used to determine retainer/retired pay. The CMC (MMSR-2) posts approvals in MCTFS which reflect on the unit's DFR with an "approved" RER flag. Written authority for release or issuance of orders is not provided. The "approved" RER flag is the authority to release. Authority to grant an extension to meet the approved date for retirement/transfer to the FMCR is provided via a unit diary history statement at the time of approval. The responsible order writing unit will issue orders.

4. Effective Date. The effective date may be changed when, in the best interest of the Marine Corps, a delay is necessary to provide time for orderly relief, or for completion of the current tour or an ordered tour of duty.

5. Disapprovals. Should a retirement request be disapproved, notification of the disapproval will be reflected on the unit's DFR by a corresponding "disapproved" (0-zero) RER flag. Requests submitted via separate correspondence will be disapproved via Naval message.

7007. RETIREMENT/TRANSFER TO THE FMCR ORDERS AND RELEASE FROM ACTIVE DUTY

1. Authority for release from active duty and transfer to the FMCR or Retired List will be issued by the CMC (MMSR-2).

a. Retirement. The first day of the month is the effective date of retirement and the last day of active duty is the preceeding day. Retired pay commences on the effective date of retirement.

b. Transfer FMCR. Transfer to the FMCR is effected on the last day of the month and Marines assume a status in the FMCR on the first day of the following month.

c. See figure 7-1 for transfer to the FMCR orders format.

d. See figure 7-2 for transfer to the Retired List orders format.

2. Authority to release from active duty may be issued up to 12 months in advance of the approved transfer date.

3. Release from active duty will not be made on a date other than as provided for by the CMC (MMSR-2), unless a modification to the approved date is granted by the CMC (MMSR-2). Marines detached after the approved date are considered to be in a retired status as of the approved date, unless the Marine is in receipt of orders continuing him or her on active duty in a retired and retained status before the effective date of retirement.

4. Once the CMC approval authority is received, immediately notify the CMC (MMSR-2) by message when any of the conditions outlined in paragraph 7005.6 occur.

5. Commanding Officer Responsibilities

a. Issue orders per the format contained in figure 7-1 or 7-2.

b. Comply with paragraph 1101.7 regarding documents and records to be forwarded to the CMC.

c. Per MCO P1070.12K (IRAM), forward the service and health (medical and dental) records to:

(1) Service Records:

Commandant of the Marine Corps (MMSB-20)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030

(2) Health Records:

Department of Veterans Affairs
Records Management Center
P.O. Box 150950
St. Louis, MO 63115-8950

d. Honor the Marine's desires for an appropriate retirement ceremony.

7008. RETIREMENT/FMCR CERTIFICATES AND LAPEL PIN. Certificates and a lapel pin will be provided by the CMC (MMSR-2) for delivery by the reporting command to the Marine; if received in unsatisfactory condition immediately notify the CMC (MMSR-2) for replacement.

7009. MODIFICATION OF FMCR/RETIRED LIST DATES FOR CONVENIENCE OF THE GOVERNMENT. Only the CMC (MMSR-2) may modify an approved retirement/transfer to the FMCR. When such situations occur contact the CMC (MMSR-2) immediately for disposition instructions. **Convenience of the Government MCTFS entries made by the unit will not process and the Marine will be dropped from the active duty rolls without CMC intervention.** See paragraph 1011.2.

1. Convenience of the Government - Medical (CofGM). Modification for medical reasons requires hospitalization as an in-patient or acceptance of a medical board by the President of the Physical Evaluation Board.

a. If found fit for duty, the Marine's contract will be extended and his or her retirement/transfer to the FMCR date will be established by this Headquarters as:

(1) The first day of the second month following the month in which found fit for duty for retirement; or

(2) The last day of the month following the month in which found fit for duty for transfer to the FMCR.

b. If found unfit for duty, see details in chapter 8 of this Manual for disability retirement processing.

2. Convenience of the Government - Legal (CofGL). If a pending transfer FMCR/retirement requires modification for legal processing the following pertains:

a. A Marine pending punitive discharge proceedings may be retained as CofGL beyond EAS/ECC. If the Marine is allowed to transfer to the FMCR/retire, the chain of command and the CMC (MMSR-2) will determine a new retirement date and an appropriate extension of contract.

b. Marines to whom jurisdiction has attached by commencement of action with a view to trial (by apprehension, arrest, confinement, or filing of charges) before release from active duty, may be retained on active duty. Once jurisdiction has so attached, it continues for purposes of trial, sentence, and punishment. Additionally, personnel may be retained if subject to the initiation of a preliminary inquiry, subject to information of a discreditory nature that may lead to a preliminary inquiry or the assumption of jurisdiction, to include, but not limited to, a restraining order against their person.

7010. RETIREMENT CEREMONY. See paragraph 1012.

7011. ACCRUED LEAVE. See paragraph 1010.

7012. RETIRED GRADE. A Marine is retired in the grade in which serving at the Time of retirement. However, if the Marine previously served as an officer, the Secretary of the Navy may advance the Marine to the highest officer grade served satisfactorily upon retirement at 30 years of total service. The Comptroller General has ruled that military personnel may be advanced to the highest officer grade held in any Armed Force in which they served satisfactorily.

7013. GRADE WHILE A MEMBER OF THE FMCR. A Marine who transfers to the FMCR does so in the grade held on the day released from active duty and transferred to the FMCR. Advancement to any officer grade upon retirement is explained in paragraph 7018.

7014. RETIRED PAY. See paragraph 1402.

7015. FMCR RETAINER PAY. See paragraph 1402.

7016. PAY ACCOUNTS. See paragraph 1403.

7017. CURRENT ADDRESS AND RESIDENCE OF RETIRED AND FMCR ENLISTED MARINES. See paragraph 1404.

7018. RETIREMENT OF MEMBERS OF THE FMCR

1. When a member of the FMCR completes 30 years of combined active, inactive and constructive service, or when found not physically qualified, the Marine will, without application, transfer to the Retired List.

2. For the purpose of retirement, a member's years of service are computed by adding:

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- a. The years of service credited upon transfer to the FMCR; and
 - b. The years of service, active and inactive, while a member of the FMCR.
3. Unless otherwise entitled to higher pay per paragraph 7018.4, each member transferred to the Retired List is entitled to retired pay at the same rate as retainer pay.
4. Upon transfer to the Retired List, Marines who formerly served as officers will be advanced to the highest officer grade in which the Marine served satisfactorily as determined by the Secretary of the Navy.
- a. Eligible Marines transferring to the Retired List upon completion of 30 years of total service will be entitled to retired pay at the rate of the basic pay of either the highest officer grade or enlisted grade held on the date of retirement, whichever is most favorable.
 - b. If advancement to an officer grade will result in entitlement to lesser retired pay, a Marine who applies to the Secretary of the Navy within 3 months after advancement will, subject to the Secretary's approval, be restored to the former grade for pay purposes.
5. The CMC (MMSR-2) will issue notification to each Marine transferred from the FMCR to the Retired List advising him or her of their change in status.

7019. RECALL OF ENLISTED MARINES FROM THE RETIRED LIST

1. An enlisted Marine on the Retired List may be ordered to active duty in time of war or national emergency. A retired Marine serving on active duty will receive full pay and allowances at the respective grade.
2. A retired enlisted Marine serving on active duty in time of war or national emergency will be released from active duty per instructions issued by the CMC.
3. Retired enlisted Marines not on active duty will receive retired pay as provided by law and will be paid monthly by the Defense Finance and Accounting Service, Cleveland Center (Code RO), P.O. Box 99191, Cleveland, OH 44199-1126.

7020. RECALL OF MEMBERS FROM THE FMCR

1. A member of the FMCR may be ordered to active duty without consent:
 - a. In time of war or national emergency declared by Congress, for the duration of the war or national emergency and for 6 months thereafter;
 - b. In time of national emergency declared by the President; or,
 - c. When otherwise authorized by law.
2. In time of peace, a member of the FMCR may be required to perform not more than 2 months active duty training in each 4-year period.

3. Members recalled to active duty will resume their FMCR status upon release from active duty. No request is required.

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Figure 7-1. Format for Orders for Release from Active Duty and Transfer to the FMCR

(Letterhead)

From: (Issuing Command)
To: (Marine Concerned)

Subj: RELEASE FROM ACTIVE DUTY AND TRANSFER TO THE FLEET MARINE CORPS RESERVE
(FMCR)

Ref: (a) Title 10, U.S. Code 6330
(b) MCO P1900.16F (MARCORSEPMAN)
(c) JFTR, par. U5130, U5230, and U5345-H
(d) MCO P5512.11B (ID CARDS)
(e) MCO P1080.40B (MCTFSPRIM), par. 4306
(f) MCO P1070.12K (IRAM)
(g) MCO P7301.104

Encl: (1) Retired Pay Data Form (DD Form 2656)
(2) Travel/Dependent Travel Voucher (DD Form 1351-2/1351-2C)
(3) Certificate of Transfer to the FMCR

1. On (PRR plus 1 day) you will be placed in the Fleet Marine Corps Reserve (FMCR) per references (a) and (b). Accordingly, at 2359 (PRR (Example 31 August 2001)) you will be detached from your present duty station and released from active duty. You will proceed to your home (MCC W95) and complete all travel within the time specified in reference (c). Active duty pay and allowances terminate (PRR).

2. As of (PRR), you will complete (TOT SVC) cumulative service of which (ACTIVE SVC) is active/active constructive service. You had (INACTIVE SVC) inactive service and earned (INACDU POINTS) inactive duty points equivalent to (INACDU POINTS EQ) months for pay under reference (a). On (PRR), you will complete (RET PAY MULT SVC) service creditable for the retired pay multiplier. You had (CONSTRUCTIVE SERVICE) constructive service creditable toward the retired pay multiplier. Your retirement from the FMCR will be effective without request on (ADV GRADE ED) at the completion of 30 years cumulative service.

3. Upon receipt of these orders notify your commanding officer of your desires regarding a retirement ceremony per reference (b).

4. Your commanding officer will issue an application for an identification card pursuant to reference (d), issue a DD Form 214, and report your retirement per reference (e).

5. Furnish the disbursing officer maintaining your active duty pay accounts a copy of these orders for settlement of your pay account.

6. Enclosure (1), to include a permanent mailing address, should be completed and submitted to your commanding officer or his representative. Your commanding officer is responsible for its forwarding 30 days before the date of your approved transfer to the Fleet Marine Corps Reserve to the

Figure 7-1. Format for Orders for Release from Active Duty and Transfer to the FMCR

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-1. Format for Orders for Release from Active Duty and Transfer to the FMCR - Continued

Defense Finance and Accounting Service at: DFAS-CL (PRRA), P.O. Box 99191, Cleveland, OH 44199-1126. Retain a copy of this form for your files. It is your documentation of your Survivor Benefit Plan (SBP) coverage election. Should this form not be received by DFAS, you will have your retainer pay reduced to correspond to the maximum SBP coverage and the maximum tax withholding.

7. You have stated that your future address for mailing purposes is: Report changes of address to the Defense Finance and Accounting Service at the address in paragraph 6. You may also telefax your address changes by calling 1-800-469-6559. Ensure you include your signature over your SSN.

8. You may select a home and receive travel allowance for the travel performed there from this command per reference (c), which also addresses entitlement to family members travel and to storage and shipment of household goods. Ensure you understand its contents before detaching from this command. All travel must be completed within 1 year from the date of your release from active duty and transfer to the FMCR. Complete the home of selection endorsement before submission of these orders for settlement of travel. Once a home is selected and travel allowance is received for travel, the selection is irrevocable. If travel is completed within 60 days after the retirement date, forward enclosure (2) to the appropriate travel office at the last duty station; otherwise, submit it to the Defense Finance and Accounting Service at: DFAS-KC, Separation Division (PMCMS), 1500 East 95th Street, Kansas City, MO 64197-0001.

9. The officer having custody of your service record and health (medical and dental) record will forward the originals per reference (f). You should make and retain a personal copy of these records for safekeeping.

10. Enclosure (3) recognizes your transfer to the FMCR.

11. You (are/are not) entitled to extraordinary heroism pay.

12. Advise your commanding officer immediately should you be found not physically qualified for transfer to the FMCR. The CMC (MMSR-2) should be notified without delay via message with pertinent information and requesting disposition instructions.

13. You may wear your uniform from this command to your home, if travel is performed within 3 months after your release from active duty, and on such occasions as the wearing of the uniform is appropriate, under the Marine Corps Uniform Regulations (MCO P1020.34F, paragraph 8003 and 11002).

14. Per reference (g) expenditures under these orders are chargeable to: (Cite pertinent appropriation data from reference (g)).

15. As a member of the FMCR, in time of war or national emergency declared by the President, the Secretary of the Navy may order you to active duty at sea or on shore. Keep your Record of Emergency Data (NAVMC 10526) current.

Figure 7-1. Format for Orders for Release from Active Duty and Transfer to the FMCR - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-1. Format for Orders for Release from Active Duty and
Transfer to the FMCR - Continued

Ensure you include your signature over your SSN. This can be accomplished by contacting the nearest Marine Corps activity in your area or by writing to:

Headquarters United States Marine Corps (MMSR-7)
3280 Russell Road
Quantico, VA 22134-5103

16. Your presence will be missed by your fellow Marines. We request that you continue to support them in their undertakings. On behalf of the Commandant of the Marine Corps and those with whom you have served, I express sincere appreciation for your faithful service and wish you health, happiness, and every success in the future.

By direction

Copy to:
Disbursing Officer
Marine Concerned
Service Record

Figure 7-1. Format for Orders for Release from Active Duty and
Transfer to the FMCR - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-1. Format for Orders for Release from Active Duty and
Transfer to the FMCR - Continued

HOME OF SELECTION ENDORSEMENT

I certify that I have selected (city), (State) as my home incident to transfer to the FMCR and arrived there on (date). I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

Figure 7-1. Format for Orders for Release from Active Duty and
Transfer to the FMCR - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-2. Format for Orders for Transfer to the Retired List

(Letterhead)

From: (Issuing Command)
To: (Marine Concerned)

Subj: RELEASE FROM ACTIVE DUTY AND TRANSFER TO THE RETIRED LIST

Ref: (a) Title 10, U.S. Code 6326
(b) MCO P1900.16F (MARCORSEPMAN)
(c) JFTR, par. U5130, U5230, and U5345-H
(d) MCO P5512.11B (ID CARDS)
(e) MCO P1080.40B (MCTFSPRIM), par. 4305
(f) MCO P1070.12K (IRAM)
(g) MCO P7301.104

Encl: (1) Retired Pay Data Form (DD Form 2656)
(2) Travel/Dependent Travel Voucher (DD Form 1351-2/1351-2C)
(3) Certificate of Retirement

1. On (PRR) (Example 1 September 1999) you will be placed on the Marine Corps Retired List per references (a) and (b). Accordingly, at 2359 (PRR minus 1 day (Example 31 August 2001)) you will be detached from your present duty station and released from active duty. You will proceed to your home (MCC W95) and complete all travel within the time specified in reference (c). Active duty pay and allowances terminate (PRR minus 1 day (Example 31 August 2001)).

2. As of (PRR), you will complete (TOT SVC) cumulative service of which (ACTIVE SVC) is active service. You had (INACTIVE SVC) inactive service and earned (INACDU POINTS) inactive duty points equivalent to (INACDU POINTS EQ) months for pay under reference (a). On (PRR minus 1 day (Example 31 August 1999)), you will complete (RET PAY MULT SVC) service creditable for the retired pay multiplier.

3. Upon receipt of these orders notify your commanding officer of your desires regarding a retirement ceremony per reference (b).

(The following will be inserted as paragraph 3 to the orders of Marines who are advanced in grade on the retired list: "3. The Secretary of the Navy has determined that you are entitled to be advanced on the retired list, with retired pay computed on the basis of the higher rate of basic pay of the two grades involved. I take pleasure in transmitting as enclosure (1), your letter of advancement to the grade of _____.")

4. Your commanding officer will issue an application for an identification card pursuant to reference (d), issue a DD Form 214, and report your retirement per reference (e).

5. Furnish the disbursing officer maintaining your active duty pay accounts a copy of these orders for settlement of your pay account.

6. Enclosure (1), to include a permanent mailing address, should be completed and submitted to your commanding officer or his representative. Your

Figure 7-2. Format for Orders for Transfer to the Retired List

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

commanding officer is responsible for its forwarding 30 days before your approved retirement date to the Defense Finance and Accounting Service at: DFAS-CL (PRRA), P.O. Box 99191, Cleveland, OH 44199-1126. Retain a copy of this form for your files. It is your documentation of your Survivor Benefit Plan (SBP) coverage election. Should this form not be received by DFAS, you will have your retired pay reduced to correspond to the maximum SBP coverage and the maximum tax withholding.

7. You have stated that your future address for mailing purposes is: Report changes of address to the Defense Finance and Accounting Service at the address in paragraph 6. You may also telefax your address changes by calling 1-800-469-6559. Ensure you include your signature over your SSN.

8. You may select a home and receive travel allowance for the travel performed there from this command per reference (c), which also addresses entitlement to family members travel and to storage and shipment of household goods. Ensure you understand its contents before detaching from this command. All travel must be completed within 1 year from the date of your release from active duty and transfer to the Retired List. Complete the home of selection endorsement before submission of these orders for settlement of travel. Once a home is selected and travel allowance is received for travel, the selection is irrevocable. If travel is completed within 60 days after the retirement date, forward enclosure (2) to the appropriate travel office at the last duty station; otherwise, submit it to the Defense Finance and Accounting Service at: DFAS-KC, Separation Division (PMCMS), 1500 East 95th Street, Kansas City, MO 64197-0001.

9. The officer having custody of your service record and health (medical and dental) record will forward the originals per reference (f). You should make and retain a personal copy of these records for safekeeping.

10. Enclosure (3) recognizes your retirement.

11. Advise your commanding officer immediately should you be found not physically qualified for retirement. The CMC (MMSR-2) should be notified without delay via message with pertinent information and requesting disposition instructions.

12. You may wear your uniform from this command to your home, if travel is performed within 3 months after your release from active duty, and on such occasions as the wearing of the uniform is appropriate, under the Marine Corps Uniform Regulations (MCO P1020.34F, paragraph 8003 and 11002).

13. Per reference (g) expenditures under these orders are chargeable to: (Cite pertinent appropriation data from reference (g)).

14. As a retired Marine, in time of war or national emergency declared by the President, the Secretary of the Navy may order you to active duty at sea or on shore. Keep your Record of Emergency Data (NAVMC 10526) current. Ensure you include your signature over your SSN. This can be accomplished by contacting the nearest Marine Corps activity in your area or by writing to:

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

Headquarters United States Marine Corps (MMSR-7)
3280 Russell Road
Quantico, VA 22134-5103

15. Your presence will be missed by your fellow Marines. We request that you continue to support them in their undertakings. On behalf of the Commandant of the Marine Corps and those with whom you have served, I express sincere appreciation for your faithful service and wish you health, happiness, and every success in the future.

By direction

Copy to:
Disbursing Officer
Marine Concerned
Service Record

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

HOME OF SELECTION ENDORSEMENT

I certify that I have selected (city), (State) as my home incident to transfer to the retired list and arrived there on (date). I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

Figure 7-2. Format for Orders for Transfer to the Retired List - Continued

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